

New Jersey Lead Exam

Candidate Information Bulletin

New Jersey Department of Health & Senior Services

New Jersey Department of Health & Senior Services

**Consumer & Environmental Health
Services**

Phone: 609-631-6749

Fax: 609-588-7618

Promissor

Customer Service & Reservations

Phone: 800-275-8346

All individuals who wish to acquire a New Jersey Lead Supervisor for Housing and Public Buildings, Supervisor for Commercial Buildings and Superstructures, Inspector/Risk Assessor Permit, must successfully pass the third party examination recognized by the New Jersey Department of Health and Senior Services (NJ DHSS).

This brochure contains information regarding the lead certification exam recognized by the NJ DHSS.

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Background

Individuals who conduct lead-based paint activities in New Jersey must be permitted by the New Jersey Department of Health and Senior Services (DHSS). The DHSS permits the following disciplines:

<u>Housing & Public Bldgs. Disciplines (HPB)</u>	<u>Commercial Bldgs. & Superstructures Disciplines (CBS)</u>
Workers	Workers
Supervisors	Supervisors
Inspector/Risk Assessors	
Planner/Project Designers	

Of the above disciplines, the two Supervisor disciplines and the Inspector/Risk Assessor discipline are required to take a third party examination after they successfully complete training. This pamphlet outlines the information necessary to schedule and take those examinations.

Many states conform with the model lead program proposed by U.S. Environmental Protection Agency's (EPA) model, in which the Inspector/Risk Assessor discipline is two separate disciplines instead of one. In NJ they are one discipline, however, in accordance with the model, the exams are administered separately. The fee for both portions of the exam is the same as for each of the supervisor exams (see page 4 for more on the exam fees).

Eligibility

To be eligible to take this examination, an individual must either:

- 1** Successfully complete a New Jersey Department of Health and Senior Services (NJ DHSS) certified lead training course; **or**
- 2** Have their non-NJ training approved by the NJ DHSS in accordance with NJ's reciprocity requirements.

To learn more about reciprocity, you may contact the NJ DHSS at (609) 631-6749 or go to www.state.nj.us/health/eoh/tsrp.

General Scheduling Information

Scheduling for an examination must be done via telephone by calling **800-275-8346**. In some instances (if there is room at the exam location you've selected), reservations can be made up to **24 hours** before the desired examination date.

The following information will be requested at the time of scheduling:

- ? Candidate's name, address, and other demographic information
- ? The type of examination you wish to take (ie. Supervisor-HPB, Supervisor-CBS, Inspector/Risk Assessor)
- ? Preferred examination date and location (see *Test Centers*, Page 5)
- ? Payment (certified check, money order, pre-purchased vouchers, or credit cards)

Following are Promissor's customer care hours:

Monday - Friday	8am - 11pm
Saturday	8am - 5pm
Sunday	10am - 4pm

Examination Fees

The following fees apply to both first time examination takers and re-takers. Examinations must be paid for at the time of reservation (see “Payment Options” below for more information). Exam fees are as follows:

Inspector/Risk Assessor	\$ 70
Supervisor-HPB	\$ 70
Supervisor-CBS	\$ 70

Note: Payment for the examination will not be accepted at the testing location.

Payment Options

Once you have scheduled an examination, payment will be required. Payment options are as follows:

1. Credit Card

All major credit cards are accepted. You will be required to provide a billing address, credit card number, and card expiration date.

2. Voucher- Vouchers can be purchased singly or in volume via the following methods:

Purchase by Telephone: You can purchase vouchers over the phone with a major credit card by calling 800-275-8346.

Purchase Online: Go to: www.catglobal.com

The following are directions for purchasing vouchers online:

- Select *Buy Vouchers*
- Select either New Jersey Lead Abatement (the screen will automatically forward to the next screen)
- Enter the number of vouchers you wish to purchase and select *Continue*
- Next, you will have to enter name, address, and billing information.
- Once done, you will receive information on the voucher numbers and expiration dates.

Purchase via the Mail: Vouchers may be purchasing by sending a letter to Promissor with a certified check or money order for the total number of exam vouchers you wish to purchase. The check as well as an indication that they are for the “New Jersey Lead Abatement” exams should be made payable to “Promissor “ and be sent to:

Promissor
Suite 300, Three Bala Plaza West
Bala Cynwyd, PA 19004

Note: To redeem a voucher as payment for an exam when booking a test, simply indicated Voucher” as your payment method and then provide the voucher number.

Payment Options (cont'd)

3. Direct Debit

With Direct Debit, you authorize an electronic withdrawal from the account you provide. To pay via direct debit, you must provide a U.S. Driver's License or State I.D. and a U.S. Bank Account. If the payment is returned due to insufficient funds, an attempt will be made to process the payment one more time. If it does not go through, you will be charged up to the maximum amount for non-sufficient funds allowable by state law (ranges are from \$10 to \$35 depending upon the state).

Test Centers

3180	Millburn	Tues.—Thurs., Sat.
3183	Mt. Laurel	Tues—Sat.
3184	Cedar Knolls	Tues, Thurs., Fri. & Sat.
3185	Northfield	Thurs. & Sat.
3186	Toms River	Tues.—Thurs. & Sat.
3187	Hamilton Twp.	Tues., Weds., Fri. & Sat.
3188	Pompton Plains	Tues.—Sat.,

Holiday Schedule

There will be no testing on the following holidays or holiday weekends:

New Years Day/Weekend	Independence Day/Weekend
Martin Luther King, Jr. Day	Labor Day/Weekend
President's Day	Thanksgiving Day/Weekend
Memorial Day/Weekend	Christmas Day/Weekend

Change/Cancellation Policy

To change or cancel a reservation, candidates must call Customer Care at 800-275-8346 four (4) business days before the examination is to be administered.

Candidates who change or cancel their reservations without proper notice or without an appropriate excuse (see *Absence/Lateness Policy*, Page 7) are responsible for the full examination fee.

Special Exam Arrangements: Americans with Disabilities Act (ADA)

Promissor complies with the provisions of the Americans with Disabilities Act (42 U.S.C 12101 et seq.), in accommodating disabled candidates who need special arrangements to take an examination.

Candidates who require special arrangements due to impaired sensory, manual or speaking skills, or other disability, should fax the *Special Accommodations Request Form* (below) to Promissor

The form must be accompanied by supporting documentation from a physician or other qualified professional reflecting a diagnosis of the candidate's condition and an explanation of examination aids or modifications. Promissor will provide auxiliary aids and services, except where such may be fundamentally alter the examination results, or result in undue burden. The examination will be scheduled upon receipt of all required information by Promissor.

Candidates who have additional questions concerning ADA arrangements may contact the ADA Coordinator at 800-274-3707. However, the *Special Accommodations Request Form*, along with the required supporting documentation, **MUST** be submitted to Promissor before any special examination arrangements can be finalized.

Promissor will determine the time and place of specially arranged examinations and will confirm these arrangements directly with the candidate. Candidates who need to retake an examination should notify Promissor that special arrangements were used for the previous examination.

Due to the unique nature of each request, Promissor recommends that candidates request special services as early as possible. Promissor will make a concerted effort to provide reasonable accommodations as permitted by state licensing agencies and individual Promissor Assessment Center capabilities.

PROMISSOR 		Special Accommodations Request Form			
Any individual who has a physical or mental impairment or limitation described as a disability under the Americans with Disabilities Act (ADA) may request special examination arrangements.					
Candidates who wish to request special accommodations because of a disability should fax this form to Promissor at (610-617-9397. Documentation on official letterhead from a physician, school official, licensed psychiatrist or other appropriate authority should be included with the form. This documentation should identify the disability and the need for the requested accommodations, and may be in the form of a letter, test results, signed school Individual Education Plan diagnosis and plan, or other official documentation identifying the disability and the accommodations prescribed.					
PLEASE PRINT CLEARLY			Date:		
Last Name		First Name:		MI:	
Address:					
City		State:	ZIP:	Daytime Phone: ()	
Description of Disability:					
Large-print written exam	Marker	Additional time	Reader	Separate testing room	Sign language interpreter
Other (please describe):					
Accommodations previously provided to you (list accommodation and purpose, such as "sign language interpreter for SAT exam"):					
Contact Promissor with questions about special accommodations at: Promissor Test Center Operations, 3 Bala Plaza West, Suite 300, Bala Cynwyd, PA 19004 Phone: (800) 274-3707 (choose option 1), TDD: (800) 274-2617, Fax: (610) 617-9397					

Absent/Lateness Policy

Candidates who are unable to attend an examination, may be excused for the following reasons:

- Illness of the candidate or of a member of the candidate's immediate family
- Death in the immediate family
- Disabling traffic accident or car breakdown
- Court appearance, jury duty, or subpoena

Candidates who are otherwise absent or late to an examination, and have not rescheduled or canceled according to the *Change/Cancellation Policy* (see Page 5), will be responsible for the examination fee. Written verification and supporting documentation for excused absences must be submitted to Promissor within fourteen (14) business days of the original examination date.

Weather Delays and Exam Cancellations

If severe weather or a natural disaster makes travel to the assessment center inaccessible or unsafe, the examination will be cancelled.

It is essential that candidates are notified of a cancellation or delayed start as early as possible. The call letters and frequencies of local radio stations that will announce information regarding weather delays and cancellations are listed below.

Millburn	WMTR	1250 AM
Mt. Laurel	KYW	1260 AM
Cedar Knolls	WMTR	1250 AM
Northfield	WFPG	95.9 FM.
Toms River	WOBM	1170 AM/92.7 FM
Hamilton Twp.	WWFM	89.1 FM.
Pompton Plains	WOR	710 AM

Examination Procedures

Candidates should report to the Promissor Assessment Center thirty (30) minutes before the exam is scheduled, to complete registration. When candidates arrive, they should check in with the assessment center manager and present their confirmation number, identification, and proof of NJ approved training (see *What to Bring to the Examination*, Page 8). The manager will review this documentation and photograph each candidate for his/her score report.

Candidates must agree to abide by the Promissor and NJ Department of Health and Senior Services' test center security policies. The security policies are presented at the beginning of the examination. Candidates must select the "I agree" button to proceed. Candidates who do not agree or accidentally select the "Not Agree" button will not be allowed to test.

Candidates will have an opportunity to take a tutorial before proceeding to the actual examination. The time spent on the tutorial will not reduce the time allotted for the examination. Proctors will be able to answer questions regarding the operation of examination equipment, but will not answer any questions regarding examination content. Upon successful passing of the examination, Promissor staff will generate a score report. The ORIGINAL report must be sent to the DHSS with your permit application as proof of passing the examination. **Copies of the score report will not be accepted.** You should keep a copy of the score report for your records. For more information on applying for your permit, call 609-631-6749.

What to Bring to the Examination

On the day of the examination, candidates must bring the following to the assessment center:

- ? Confirmation number (will be e-mailed or sent to you via regular mail)
- ? Original yellow-colored copy of the New Jersey Department of Health and Senior Services Lead Training Information Record (EHS-9)*
- ? Two (2) forms of a signature-bearing identification (one must be photo-bearing).
- ? Failing score report (for those retaking exam)

****Reciprocity candidates must bring the original signed letter on DHSS letterhead indicating their eligibility to take the examination.***

Promissor Assessment Center Policies

The following policies are observed at each Promissor Assessment Center:

- ? Candidates who arrive late will not be admitted to the examination, and will be responsible for the fee.
- ? “Walk in” testing is not permitted. Candidates who did not previously make a registration will not be admitted to the examination.
- ? Cell phones, beepers, and any other electronic devices are not permitted to be used during the examination. They must be turned off prior to testing to ensure that candidates are not disturbed during the examination.
- ? Candidates should not bring valuable personal belongs to the assessment site which need to be stored during the examination. Exam sites do not have secure storage location for such items. Promissor is not responsible for lost or misplaced items.
- ? Candidates are not permitted to bring books or reference materials into the examination rooms. Candidates who are found with these or any other aids such as watch alarms, listening devices, recording or photographic devices during the examination, will not be permitted to continue the examination. Such individuals will also be subject to prosecution under the N.J.A.C. 8:62.
- ? Candidates will be permitted standard Promissor scratch paper, which will be collected upon completion of the examination. No calculators are permitted.
- ? Eating, drinking, or smoking during the examination is not permitted.
- ? Under no circumstances will a candidate be allowed to exceed the allotted amount of time for the examination they take. With the proctor’s permission, candidates will be permitted to leave the room during the examination, but no extra time will be allotted for the examination.
- ? Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct (giving or receiving help, using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room) will be summarily dismissed from the examination and be immediately reported to the NJ State Department of Health and Senior Services for prosecution in accordance with the requirements of N.J.A.C. 8:62.
- ? No visitors, guests, pets, or children are allowed at the Promissor Assessment Center.

Content Outline: Lead Supervisor for Commercial Buildings and Superstructures

Following is the content outline for the lead Supervisor for Commercial Buildings and Superstructures examination.

Content Area	Topic Areas	%
General Topics Related to Lead	<ul style="list-style-type: none">-Background-Regulations-Health Effects-Sources of Lead-Sources of Exposure-Safety Hazards-Lead Detection/Analysis-Sampling Methods-Legal/Liability	30%
Topics Related to Work Practices and Procedures	<ul style="list-style-type: none">-Medical Surveillance-Personal Protection-Exposure Monitoring-Abatement Methods-Technology-Contracts-Cleanup-Clearance-Waste Disposal-Record Keeping	60%
Topics Specific to Commercial Buildings and Superstructures	<ul style="list-style-type: none">-Development of Deleading Work Plan-Work Preparation Procedures-Environmental Monitoring: soil, dust, and air sampling-Welding, Burning, and Torch Cutting	10%

Content Outline: Lead Supervisor for Housing and Public Buildings

Following is the content outline for the lead Supervisor for Housing and Public Buildings examination.

Content Area	Topic Areas	%
General Topics Related to Lead	<ul style="list-style-type: none">-Background-Regulations-Health Effects-Sources of Lead-Sources of Exposure-Legal/Liability	23%
Lead-Based Paint Abatement Methods and Technology	<ul style="list-style-type: none">-Roles and Responsibilities of a Lead-Based Paint Supervisor-Abatement Methods-Lead Detection/Analysis-Technology-Sampling Methods-Cleanup-Clearance-Waste Disposal	39%
Worker Protection	<ul style="list-style-type: none">-Medical Surveillance-Personal Protection-Exposure Monitoring-Safety Hazards	20%
Other Responsibilities of a Supervisor	<ul style="list-style-type: none">-Record Keeping-Contract Specifications-Development of Deleading Work Plan-Project Management-Supervisory Responsibilities-Community Relations Process	18%

Content Outline: Lead Inspector

Following is the content outline for the lead Inspector examination.

Content Area	Topic Areas	%
General Topics Related to Lead	<ul style="list-style-type: none">-Background-Regulations-Health Effects-Sources of Lead-Sources of Exposure-Legal/Liability	30%
Lead-Based Paint Inspection and Other Procedures	<ul style="list-style-type: none">-Roles and Responsibilities of a Lead-Based Paint Inspectors-Lead Detection/Analysis-Technology-Sampling Methods-Cleanup-Clearance-Waste Disposal	50%
Other Topics Related to Inspection	<ul style="list-style-type: none">-Personal Protection-Exposure Monitoring-Safety Hazards-Record Keeping-Interpretation of sampling Results-Preparation of the final inspection report	20%

Content Outline: Lead Risk Assessor

Following is the content outline for the lead Risk Assessor examination.

Content Area	Topic Areas	%
General Topics Related to Lead	<ul style="list-style-type: none">-Regulations-Health Effects-Sources of Lead-Sources of Exposure-Legal/Liability	35%
Other Topics Related to Risk Assessment	<ul style="list-style-type: none">-Roles and Responsibilities of a Lead-Based Paint Risk Assessors-Recommendations to abate or reduce lead-based paint hazards, including recommending interim controls-Sampling methods-Abatement methods and technology-Collection of Background Information to Perform Risk Assessment-Visual Inspection-Lead Hazard Screen-Waste Disposal-Interpretation of Sampling Results-Development of an Interim Control Plan-Preparation of the Final Risk Assessment Report	65%

Retaking the Examination

Candidates who fail the examination may register to retake the examination. There is no limit to the number of times you may take the examination, however, you must successfully pass the examination (and submit your application) within one year of the completion of your initial lead training course. The fee for retaking the examination is the same as the initial fee (see *Examination Fees*, Page 4). If you failed one portion of the Inspector/Risk Assessor exam, you must pay the full fee to take the portion you failed.

Contact Information

Contact the following for questions regarding:

Individual Eligibility, Training and Permits

New Jersey Department of Health and Senior Services
Consumer and Environmental Health Services
Indoor Environments Program
PO Box 369
Trenton, NJ 08625-0369
Telephone: 609-631-6749
Fax: 609-588-7618

Contractor Licensing Information

New Jersey Department of Community Affairs
Division of Codes and Standards
PO Box 816
101 S. Broad Street, 4th Floor
Trenton, NJ 08625-0816
Telephone: 609-633-6224
Fax: 609-633-1040

The Examination Process

Promissor, Inc.
Three Bala Plaza West
Suite 300
Bala Cynwyd, PA 19004-3481
Telephone: 800-275-8346